



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
REGION II

EDISON, NEW JERSEY 08837

195359



March 16, 1987

Mr. William Edward McCracken, President
S & D Engineering Services, Inc.
173 Essex Avenue
Hoboken, New Jersey 08840

Re: Contract No. 68-WB-0102

Dear Mr. McCracken:

This letter serves to document some of the program management issues discussed at the meeting on March 13, 1987, at your offices.

Invoices should be prepared and distributed in accordance with pages 121 to 123 of the Contract. For the future submittal of Invoices, please ensure that off-site hours charged to a specific Delivery Order are for site specific work and not for program management activities and that all off-site hours need to be properly documented in the Invoices.

An Equipment Usage Log should also accompany the Invoice for equipment utilized on-site. Subcontracted items, including labor, equipment, field purchases, etc., which are not fixed rate items in the Contract, need to be invoiced with copies of receipts, invoices, bills, etc. Also, receipts and other proper documentation need to be included for hotels and lodging, tolls, air tickets, etc.

For Invoices which disagree with 1900-55 forms, we recommend that a summary page be included with the Invoice which describes the reason for any variances with the Daily Cost Report 1900-55 forms. A coded system for common causes of these variances is also recommended to facilitate the review of the Invoices by the On-Scene Coordinators. An Await Bill Summary Page is also recommended for Delivery Orders which have a substantial number of subcontracted items which can not be invoiced until receipts are obtained by S & D Engineering Services, Inc.

In regard to S & D Engineering Services' proposal to include QA/QC capabilities in the Contract, we will be sending you some additional information regarding EPA's current QA/QC requirements when it becomes available to us. The revised package should be submitted to the EPA Contracting Officer, Mr. Stanley Murphy, with a copy to this office.

In answer to your proposal to re-qualify two key personnel members (Mr. J. Laurizio and Mr. P. Fluck) to the Response Manager level, please submit updated resumes and other pertinent information to this office for evaluation, and again please send copies of same to Mr. Murphy.

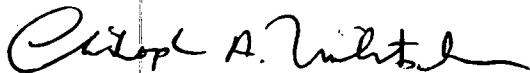
Mr. William Edward McCracken

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Should you have any question, please call me at (201) 321-6647 or (201) 906-6194, or Mr. Fitzsimmons (DFO) at (201) 321-6608. Thank you.

Sincerely yours,



Christopher A. Militscher
Project Officer

cc: C. Fitzsimmons, 2ERR-RP
S. Murphy, 2PM-FAM
S. Miller, S & D Engineering
File: Mini ERCS SBA Contract

bcc: R. Salkie
B. Sprague
G. Zachos
Technical Staff